

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

Aug 2025

TASKS COMPLETED

Posting payments & documenting all payments
Taking customer complaints and concerns and trying to resolve
City Council Meeting minutes typing & getting approved
Scanning & filing
Taking Animal Control incident reports & sending to Dispatch
Issue Citations For Dogs at large & collecting Fines
Billing W/ Kyla
Red door notices
Load Meters w/ Kyla
Close Batch's Make deposits
Move in move outs

PROJECTS IN PROGRESS

*still trying to get moved in and organized at the Depot

CHALLENGES / ISSUES

Move in Move outs very challenging
lots of steps to learn

COMMUNITY INPUT & COMMENTS

Everyone would like to see the Drop
box installed at the New City Hall